

Executive Directive 2003-14 Frequently Asked Questions

- Q. When did Executive Directive 2003-14 take effect?
A. August 6, 2003
- Q. How long is this directive in effect?
A. Through September 30, 2003.
- Q. Does this directive revoke all delegated purchasing authority?
A. Yes. Delegated authority has been reduced to \$0. This includes all authority delegated via statute, and all authority delegated via Memorandum of Understanding with DMB-Acquisition Services.
- Q. Does this directive only apply to State funds?
A. Included in this directive are State Funds (including restricted funds). Purchases to be made with 100% federal funds may continue. If the purchase is funded with mixed State/Federal funds, and the Federal funding will lapse by 9/30/03, the purchase will be considered for processing. Purchases with mixed Federal funding that will be available after 9/30/03 will not be approved unless an exemption from the moratorium is applicable.
- Q. Does this directive only deal with products?
A. Yes. However, departments are reminded that Executive Directive 2003-8 addresses non-essential services and restricts non-essential personal service contracts. The AS-1 process is still in place to deal with processing those requests.
- Q. What process do departments and autonomous agencies need to follow if a purchase is necessary?
A. All purchases under \$25,000 must be initiated with a requisition using the OP document type. For requisitions over \$25,000, the current process to initiate a purchase remains unchanged. Acquisition Services will require an AS-1 form signed by the department director for all purchases.
- Q. Can the director designate someone to sign the AS-1 in their place?
A. No. A director's designee is not an authorized signature under this directive.
- Q. Can I process a release against an existing contract?
A. No. However, if an exception is approved by the department director or agency head under Executive Directive 2003-14, Acquisition Services will then process the release.
- Q. Can I use a direct voucher to make a purchase?
A. No. However, if an exception is approved by the department director or agency head under Executive Directive 2003-14, Acquisition Services will then make the purchase.
- Q. Can I process an Advice of Change to increase the dollar value?
A. No. However, if an exception is approved by the department director or agency head under Executive Directive 2003-14, Acquisition Services will process the change.

- Q. Are items that are appropriated in a specific budget allowed?
- A. No. An appropriation is not a mandate to spend.
- Q. How do departments process requests for exceptions under Executive Directive 2003-14?
- A. A department completes the AS-1 form, including Section 4, which are the items spelled out in paragraph D of Executive Directive 2003-14, and obtains department director signature. Designee signatures are not authorized by the Directive and will not be accepted. For those items listed in paragraph D of the Directive, State Budget Director approval is also required.
- Q. Will projects that need to be processed for year-end be completed?
- A. Acquisition Services will require the department director's signature before an order is executed. Acquisition Services will not issue purchase orders or contracts for this fiscal year without an AS-1 signed by the department director.
- Q. Will items that were already in an agency approval path on the effective date of this directive be processed?
- A. No. Items currently in agency approval paths must be rejected back and reissued using a requisition with an OP document type. The AS-1 form signed by the department director will be required.
- Q. Is authority delegated under Administrative Guide Procedure 0510.15 – Procuring Direct Human Services & Medical Services rescinded?
- A. No. This delegated authority is not rescinded.
- Q. Are emergency purchases required to be processed through Acquisition Services?
- A. No. Administrative Guide Procedure 0510.09 should continue to be followed.
- Q. Are purchases with Grants included in the moratorium?
- A. Yes, unless failure to make the purchase would result in a loss of revenue to the state.